

**COOKEVILLE CITY COUNCIL
REGULAR MEETING
APRIL 3, 2014
5:30 P.M.**

The Council of the City of Cookeville met in regular session on Thursday, April 3, 2014, at 5:30 p.m., in the Municipal Building, 45 East Broad Street. Mayor Swallows called for a moment of silence, and led the audience in the Pledge of Allegiance. Mayor Swallows then called the meeting to order and asked the Clerk to call the roll. Present and answering roll call were:

Mayor Matt Swallows
Vice-Mayor Larry Epps
Councilman Alma Anderson
Councilman Connie Albrecht
Councilman Jim Woodford

Also present: Jim Shipley, City Manager and Cathy McClain, City Clerk.

**CONSIDER APPROVAL OF
AGENDA AS PRESENTED**

City Manager Jim Shipley requested to add item #14 – consider approval of change order for the STP Paving Project.

Councilman Anderson made a motion, seconded by Councilman Woodford, to add item #14 and approve the agenda as amended. Upon call for a vote, the following voted aye:

Mayor Matt Swallows
Vice-Mayor Larry Epps
Councilman Alma Anderson
Councilman Connie Albrecht
Councilman Jim Woodford

The City Clerk announced that the motion carried.

**RECEIVE UPDATE ON
COOKEVILLE UNPLUGGED
PROGRAM**

Tony Peek, Electric Department Director, gave the following report:

Cookeville Unplugged History

- ◆ In November 2010 the City partnered with Cummins Filtration to train Energy Leaders representing City Facilities
- ◆ In the first quarter of 2011 we kicked off our Cookeville Unplugged Program by completing energy audits on all city facilities and looking for low cost/no cost ways to save energy
- ◆ We continue to meet and share energy efficiency ideas on a monthly basis

**COOKEVILLE CITY COUNCIL
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CY 2013 Accomplishments

- Replaced metal halide lighting w/fluorescent @ the Electric Department, Gas Department, Water Department Warehouses & the Leisure Svc's Rec Center
- Replaced most lighting in the new Public Works Facility w/ energy efficient fixtures & used LED lighting in the parking lot.
- Started the installation of LED Lighting in the Highland's Business Park
- Employee Appreciation/Earth Day Celebration Luncheon
- The City of Cookeville received Gold Status Certification from the TVA Valley Sustainable Communities Program

CY 2013 Unplugged Savings

♦ City Facilities Electric & Gas Usage	\$ 61,503
♦ LED Parking Lot Lighting	\$ 11,250
♦ 627 kW reduction	<u>\$ 7,100</u>
	\$ 79,853

CY 2014 Goals

- ♦ Improve Cookeville Unplugged Website
- ♦ Hold 2nd Annual Employee Appreciation Luncheon
- ♦ Continue to submit EE projects for City Manager approval
- ♦ Develop EE material procurement policy for Council approval
- ♦ Complete a water conservation plan
- ♦ Pursue EE grants (solar installation)
- ♦ Seek EE advice on all city facility projects
- ♦ Utilize software to track energy consumption
- ♦ Provide EE workshops to the community

OLD BUSINESS:

**CONSIDER APPROVAL OF
MINUTES OF COUNCIL
MEETING HELD ON
MARCH 20, 2014**

Councilman Anderson made a motion to dispense with the reading of the minutes and approve said minutes as submitted. The motion was seconded by Councilman Woodford. Upon call for a vote, the following voted aye:

Mayor Matt Swallows
Vice-Mayor Larry Epps
Councilman Alma Anderson
Councilman Connie Albrecht
Councilman Jim Woodford

The City Clerk announced that the motion carried.

COOKEVILLE CITY COUNCIL
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CONSENT AGENDA:

SET A DATE (5-1-14) FOR A
PUBLIC HEARING ON
ORDINANCE #O14-04-03,
ESTABLISHING ZONING
FOR THE OLD
STEWART ROAD
ANNEXATION AREA

SET A DATE (5-1-14) FOR A
PUBLIC HEARING ON
ORDINANCE #O14-04-04,
CLOSURE AND ABAND-
ONMENT OF A PORTION
OF HOLLY AVENUE AND
DECLARING IT AS
SURPLUS

SET A DATE (5-1-14) FOR A
PUBLIC HEARING ON
ORDINANCE #O14-04-05,
AMENDMENTS TO THE
ZONING CODE

CONSIDER AWARDING BID
FOR TRANSFORMERS –
ELECTRIC DEPARTMENT

CITY OF COOKEVILLE
ELECTRIC DEPT.
BID TABULATION SCHEDULE
BID NOTICE # 14022501

DATE OF BID OPENING: 3-18-2014
BIDS OPENED BY: Glenn Greenwood
BIDS WITNESSED BY: Carl Haney
DEPARTMENT: Electric

TIME: 2:00 PM CST

BIDDERS	QTY	50 Kva Con. Transformer	6 evaluated cost						
HD Supply		\$ 1,178.00 \$ 7,068.00	\$ 2,234.01						
Power Supply		\$ 1,074.00 \$ 6,444.00	\$ 2,060.02						
Border States		\$ 1,038.00 \$ 6,228.00	\$ 2,068.09						
Deco		\$ 1,384.00 \$ 8,304.00	\$ 2,496.55						

WE, THE UNDERSIGNED DO HEREBY RECOMMEND THE BID FROM Power Supply

BE AWARDED FOR THE FOLLOWING REASON: low evaluated bid meeting specs.

RECOMMENDED: DEPT. HEAD

APPROVAL: CITY MANAGER

**COOKEVILLE CITY COUNCIL
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Councilman Anderson made a motion, seconded by Councilman Woodford, to approve the consent agenda items as submitted. Upon call for a vote, the following voted aye:

Mayor Matt Swallows
Vice-Mayor Larry Epps
Councilman Alma Anderson
Councilman Connie Albrecht
Councilman Jim Woodford

The City Clerk announced that the motion carried.

NEW BUSINESS:

**CONSIDER REAPPOINTMENT
TO THE COOKEVILLE
HISTORIC ZONING
COMMISSION**

MEMORANDUM

TO: CITY COUNCIL MEMBERS
FROM: JAMES MILLS, PLANNING DIRECTOR
DATE: MARCH 27, 2014
SUBJECT: HISTORIC ZONING COMMISSION APPOINTMENT

The current term of Chris Wakefield on the Historic Zoning Commission will expire in April 2014. Mr. Wakefield serves as the Planning Commission representative. He also resides in one of our historic districts. Members of the Historic Zoning Commission serve five-year terms and are appointed by the Mayor with confirmation by a majority vote of the City Council.

Mr. Wakefield has been contacted and has agreed to continue to serve if reappointed. The Planning Department recommends for his reappointment.

If you have any questions or need further information please contact me at your convenience.

Councilman Anderson made a motion, seconded by Councilman Woodford, to reappoint Chris Wakefield to the Historic Zoning Commission as recommended. Upon call for a vote, the following voted aye:

Mayor Matt Swallows
Vice-Mayor Larry Epps
Councilman Alma Anderson
Councilman Connie Albrecht
Councilman Jim Woodford

The City Clerk announced that the motion carried.

**CONSIDER AWARDDING BID FOR
LANDSCAPE MAINTENANCE
(STREET MEDIAN IN BUSINESS
PARK) – PUBLIC WORKS
DEPARTMENT**

COOKEVILLE CITY COUNCIL
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CITY OF COOKEVILLE
BID TABULATION RECORD
HIGHLANDS PARK BLVD & VENTURE DRIVE LAWN CARE SERVICES
(NOW EVERY TWO (2) WEEKS - APRIL 14TH - OCT. 31ST, 2014)

DEPARTMENT: Public Works DATE OF BID OPENING: March 28, 2014
BIDS OPENED BY: Greg Brown TIME OF BID OPENING: 10:00 AM
OPENING WITNESSED BY: Blake Herron

BIDDERS	BID AMOUNT PER TRIP	
BAYS MAINTENANCE CO. BAXTER, TN	\$375.00	
LEE MARTIN LAWN CARE COOKEVILLE, TN	\$800.00	
TURF MASTERS LANDSCAPE MGT	\$898.50	
J & C LAWN CARE	\$900.00	
DOUBLE PRECISION LAWN CARE	\$925.00	
SAFARI LAWN & LANDSCAPE	\$1,200.00	

WE, THE UNDERSIGNED DO HEREBY RECOMMEND THE BID FROM BAYS MAINTENANCE CO.

BE AWARDED FOR THE FOLLOWING REASON: LOW BID

Greg Brown
RECOMMENDED: DEPT. DIRECTOR

Michael Smith
BUDGET AVAILABILITY: FINANCE DIRECTOR

Jim Anderson
APPROVAL: CITY MANAGER

Councilman Anderson made a motion, seconded by Councilman Woodford, to award the landscape maintenance bid to the low bidder - Bays Maintenance Co. & upon failure to meet the set requirements, the bid will go to the next lowest bidder - Lee Martin Lawncare. Upon call for a vote, the following voted aye:

Mayor Matt Swallows
Vice-Mayor Larry Epps
Councilman Alma Anderson
Councilman Connie Albrecht
Councilman Jim Woodford

The City Clerk announced that the motion carried.

CONSIDER AWARDED BID FOR
30 YARD RECYCLING
CONTAINERS – PUBLIC WORKS
DEPARTMENT

CITY OF COOKEVILLE
BID TABULATION RECORD
30 YARD RECYCLING CONTAINERS - (2)

DEPARTMENT: Public Works DATE OF BID OPENING: MARCH 21, 2014
BIDS OPENED BY: Greg Brown TIME OF BID OPENING: 10:00AM
OPENING WITNESSED BY: Debbie Swallows

BIDDERS	TOTAL BID AMOUNT 2 - CONTAINERS		
BAKERS WASTE EQUIPMENT	\$11,576.00		
WASTEQUIP MFG CO.	\$12,780.00		

WE, THE UNDERSIGNED DO HEREBY RECOMMEND THE BID FROM BAKERS WASTE EQUIP

BE AWARDED FOR THE FOLLOWING REASON: LOW BIDDER

Greg Brown
RECOMMENDED: DEPT. DIRECTOR

Michael Smith
BUDGET AVAILABILITY: FINANCE DIRECTOR

Jim Anderson
APPROVAL: CITY MANAGER

**COOKEVILLE CITY COUNCIL
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Councilman Anderson made a motion, seconded by Councilman Woodford, to award the recycling container bid as recommended. Upon call for a vote, the following voted aye:

Mayor Matt Swallows
Vice-Mayor Larry Epps
Councilman Alma Anderson
Councilman Connie Albrecht
Councilman Jim Woodford

The City Clerk announced that the motion carried.

**CONSIDER APPROVAL OF
EMERGENCY PURCHASE
OF REPLACEMENT PUMP
(SOLE SOURCE) FOR THE
BOOGER SWAMP
PUMPING STATION –
WATER QUALITY
CONTROL DEPT.**

MEMORANDUM

TO: City Council
City Manager

FROM: Ronnie J. Kelly, Director *RJK*

DATE: March 25, 2014

SUBJ: Booger Swamp Pump Replacement

During the next City Council meeting I will be requesting authorization to make payment for a replacement pump ordered for one of the four pumps located at the Booger Swamp Pumping Station.

One of the smaller four pumps, which has a pumping capacity of 1200 gallons per minute, needs to be replaced due to wear and age. We have contacted Guthrie Sales and Service, the Fairbanks Pump representative, and have ordered the replacement pump. The cost of the replacement pump totals \$12,598. This is a sole source purchase and would recommend your approval for payment.

If you have any questions concerning this matter please give me a call.

Councilman Anderson made a motion, seconded by Councilman Woodford, to approve the emergency purchase of a replacement pump as requested. Upon call for a vote, the following voted aye:

Mayor Matt Swallows
Vice-Mayor Larry Epps
Councilman Alma Anderson
Councilman Connie Albrecht
Councilman Jim Woodford

The City Clerk announced that the motion carried.

COOKEVILLE CITY COUNCIL
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CONSIDER AWARDING BID
FOR BOOGER SWAMP
SEWAGE PUMPING
STATION AND FORCE
MAIN IMPROVEMENT –
WATER QUALITY
CONTROL DEPT.

CITY OF COOKEVILLE
DEPARTMENT OF WATER QUALITY CONTROL
BOOGER SWAMP SEWAGE PUMPING STATION AND FORCE MAIN IMPROVEMENTS

DATE OF BID OPENING 27-Mar-14
BIDS OPENED BY JOHN KING
BIDS WITNESS BY BARRY TURNER
TIME: 10:00 A.M.

CONTRACTOR	AMOUNT OF BID			
J CUMBY CONSTRUCTION, INC	\$289,000.00			
LAKELAND ELECTRIC, INC.	DNB			
MADEWELL CONSTRUCTION	\$439,125.00			
IW & O CONSTRUCTION COMPANY, INC.	DNB			

DNB-DID NOT BID
WE, THE UNDERSIGNED, DO HEREBY RECOMMEND THE BID FROM - J CUMBY CONSTRUCTION, INC - BE AWARDED FOR THE FOLLOWING
REASON: LOW BID MEETING SPECIFICATIONS.


RECOMMENDED:
DIRECTOR

APPROVAL:
CITY MANAGER

BUDGET AVAILABILITY:
FINANCE DIRECTOR

Councilman Anderson made a motion, seconded by Councilman Woodford, to award the Booger Swamp Sewage Pumping Station and Force Main Improvement bid as recommended. Upon call for a vote, the following voted aye:

Mayor Matt Swallows
Vice-Mayor Larry Epps
Councilman Alma Anderson
Councilman Connie Albrecht
Councilman Jim Woodford

The City Clerk announced that the motion carried.

CONSIDER AWARDING BID FOR
SANITARY SEWER MANHOLE
REHABILITATION PROJECT –
WATER QUALITY CONTROL
DEPARTMENT

CITY OF COOKEVILLE
DEPARTMENT OF WATER QUALITY CONTROL
SANITARY SEWER MANHOLE REHABILITATION PROJECT

DATE OF BID OPENING 25-Mar-14
BIDS OPENED BY BARRY K. TURNER
BIDS WITNESS BY STEVE SMITH
TIME: 2:00 P.M.

CONTRACTOR	AMOUNT OF BID			
CK MASONRY CO	\$170,870.00			
CTR COATINGS	\$132,070.00			
CULY CONTRACTING	DNB			
CWS HOLDINGS, LLC	DNB			
MECHANICAL JOBBERS	\$151,470.00			
NORRIS BROS EXCAVATING	DNB			
PROSHOT CONCRETE INC	\$263,434.00			
REVELL CONSTRUCTION CO., INC	\$162,070.00			
STEELE & ASSOCIATES INC	\$161,540.00			
VACVISION ENVIRONMENTAL	DNB			

DNB-DID NOT BID
WE, THE UNDERSIGNED, DO HEREBY RECOMMEND THE BID FROM - CTR COATINGS - BE AWARDED FOR THE FOLLOWING
REASON: LOW BID MEETING SPECIFICATIONS.


RECOMMENDED:
DIRECTOR

APPROVAL:
CITY MANAGER

BUDGET AVAILABILITY:
FINANCE DIRECTOR


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Councilman Anderson made a motion, seconded by Councilman Woodford, to award the Sanitary Sewer Manhole Rehabilitation Project bid as recommended. Upon call for a vote, the following voted aye:

Mayor Matt Swallows
Vice-Mayor Larry Epps
Councilman Alma Anderson
Councilman Connie Albrecht
Councilman Jim Woodford

The City Clerk announced that the motion carried.

CONSIDER APPROVAL OF
CHANGE ORDER FOR THE
STP PAVING PROJECT



Local Government Guidelines Form 8-30
January 1, 2014

Supplemental Agreement and/or Request for Construction Change
Change Order Request # 1

Project Title/Terminal: Resurfacing of Seven (7) City Streets
Owner: City of Cookeville PIN: 114247.00
Address: P.O. Box 998 State Project No.: 71LPLM-F3-019
Cookeville, TN 38503-0998 Federal Project No.: STP-M-9204(9)
Date Prepared: 3/31/14 Contract No.: 2013-01
County: Putnam

Whereas, we Highways, Inc. with Fidelity&Dep Co of MD as a Surety, entered into a contract with City of Cookeville on 11/6/13 for the construction by said Contractor of the above designated contract; and Whereas, certain items of construction encountered, are not covered by the original contract, we desire to submit the following additional items of construction to be performed by the Contractor and paid by the Owner at the price(s) scheduled therefore below:

The purpose of this Change Order is to:
Add underdrain; various locations. See Attachment "A" for details of this Change Order.

As a result of this Change Order, contract time shall:
☒ Not Change, ☐ Increase by _____ days, ☐ Decrease by _____ days
Original contraction Completion Time: 60 days (Date: Work Days)
Approved Change Orders: 0
Current Change Order: 0
Contract Completion Time with Change Orders: 60 days (Date: Work Days)

Unit prices listed below include labor, materials, profit, overhead, and incidentals necessary to complete this work. A separate attached spreadsheet with the same information may be used in lieu of the table below.

Item No.	Description	Unit	New Item Quantity	Orig. Bid Revised Quantity	Contract Price	Net Amount Due Change
710-04	Filter Cloth Underdrain (with pipe)	LF	1,115.0		\$7.75	\$8,641.25
710-05	Lateral Underdrain	LF	310.0		\$8.95	\$2,774.50

Bid Contract Amount: \$ 2,178,960.00
Current Change Order: \$ 11,415.75
Approved Change Orders: \$ 0.00
Pending Change Orders: \$ 0.00
Total Change Orders to Date: \$ 11,415.75

Councilman Anderson made a motion, seconded by Councilman Woodford, to approve the STP Paving Project change order as submitted. Upon call for a vote, the following voted aye:

Mayor Matt Swallows
Vice-Mayor Larry Epps
Councilman Alma Anderson
Councilman Connie Albrecht
Councilman Jim Woodford

The City Clerk announced that the motion carried.

**COOKEVILLE CITY COUNCIL
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HEARING OF CITIZENS AND/OR DELEGATIONS:

Councilman Anderson reminded everyone of the “Dogapalooza at Dogwood Park” on Saturday, April 5th from 1:00 to 4:00 p.m.!!

There being no further business to discuss, Councilman Woodford made a motion, seconded by Councilman Anderson, to adjourn the meeting at 6:02 p.m. Upon call for a vote, the following voted aye:

Mayor Matt Swallows
Vice-Mayor Larry Epps
Councilman Alma Anderson
Councilman Connie Albrecht
Councilman Jim Woodford

The City Clerk announced that the motion carried.

Matt Swallows, Mayor

ATTEST:

Cathy McClain, City Clerk